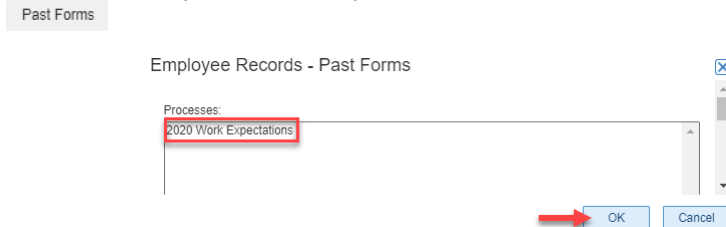


## Copying your current Work Expectations into the upcoming year

If your current work expectations are the same or similar to your upcoming year's work expectations, you can copy them to your upcoming work expectations form and edit them as necessary.

1. Open your upcoming year's work expectation setting form from the link provided in your task on your Halogen Home page.

Choose **Appraisals** from the top of the form and select **Past Forms** from the dropdown box. Select last year's work expectations and click OK.



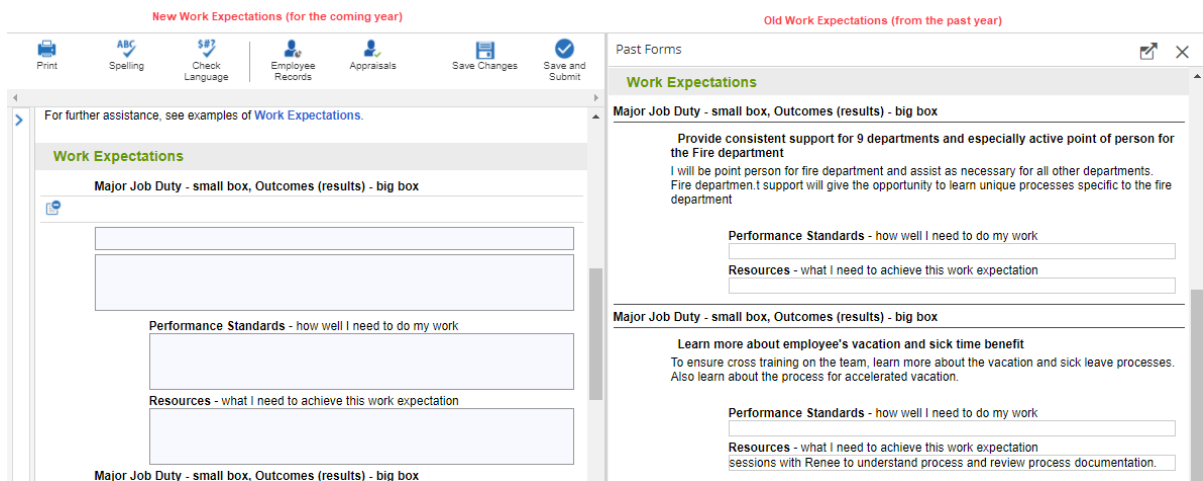
Employee Records - Past Forms

Processes:

2020 Work Expectations

OK Cancel

2. In the left window, scroll down to where you will enter your first work expectation. In the right window, scroll down to see your first work expectation from last year.



New Work Expectations (for the coming year)

Old Work Expectations (from the past year)

Work Expectations

Major Job Duty - small box, Outcomes (results) - big box

Performance Standards - how well I need to do my work

Resources - what I need to achieve this work expectation

3. Select and copy the first Major Job Duty in the right window and paste it into the Major Job Duty box in the left window.

Repeat copy and paste for the rest of the work expectation components (Results, Standards, and Resources).

4. Scroll down on both windows to see the next work expectation and repeat the copy/paste steps above.
5. Save and Submit the work expectations setting form when all your work expectations have been entered/copied.